

NEWTON RECREATION DEPARTMENT CENTER
RENTAL PERMIT

NAME OF CENTER: _____

LOCATION: _____

ORGANIZATION: _____

GROUP SUPERVISOR'S NAME: _____

ADDRESS: _____

EMPLOYMENT: _____

PHONE: (HOME) _____ (BUSINESS) _____

RESIDENT: _____ NON-RESIDENT: _____

DATE TO BE USED: _____

HOURS: FROM: _____ AM/PM UNTIL _____ AM/PM

FOR WHAT PURPOSE: _____

TOTAL NUMBER OF PERSONS PARTICIPATING IN PROGRAM: _____

PERSON OR GROUP TO BE RESPONSIBLE FOR DAMAGE AND/OR PERSONAL INJURY?

I/WE, THE UNDERSIGNED, AGREE TO ABIDE BY ALL CENTER OPERATING REGULATIONS AND RESERVATION POLICY AND TO BE RESPONSIBLE FOR ANY AND ALL DAMAGES AND/OR PERSONAL INJURY RESULTING FROM OUR USE OF THE NEWTON RECREATION DEPARTMENT CENTER SPECIFIED ABOVE AS SET FORTH IN THE GUIDELINES ENTITLED RESERVATIONS FOR CENTER AND COMMUNITY CENTER RULES AND REGULATIONS.

SIGNATURE: _____ DATE: _____

SIGNATURE _____ DATE _____

FEE TO BE CHARGED _____ REFUNDABLE DEPOSIT _____

ROOM _____ GYM _____

CHAPERON LIST _____

PAID _____ DATE _____ EMPLOYEE INITIALS _____

SIGNED _____

SANDRA A. WATERS
PARKS & RECREATION DIRECTOR
CITY OF NEWTON
(828) 695-4317

CAROL A. STILES
PARKS & RECREATION ASSISTANT DIRECTOR
CITY OF NEWTON
(828) 695-4317

**Newton Parks & Recreation Department
Reservation Policy for Recreation Facilities**

1. The Recreation Department is the issuing office. All business pertaining to the use of the Center will be administered through the Recreation Director and/or Assistant Director.
2. The Center's regular operating hours are 8:00 a.m. until 9:00 p.m. Monday through Thursday, 8:00 a.m. until 5:00 p.m. Fridays, except for official holidays recognized by the City of Newton.
3. The Center will be open on Saturday and/or Sunday only for special events approved by the Director of Recreation and/or Assistant Director.
4. Reservations should be requested thirty (30) days in advance and no less than a weeks notice. Fees are due one (1) week prior to using the Center and no reservation will be considered official until such fee has been paid.
5. Inquiries regarding use of the facilities may be made by telephone, however to reserve the facility a written request must be made on the attached form and filed with Director of Recreation and/or Assistant Director.
6. A permit of notification of action on the application will be given to the requestor within four days after the written application is resolved.
7. All fees must be paid in full at the time a permit is issued at least one (1) week in advance.
8. Permits not called for at least 24 hours in advance will be voided.
9. Person renting a community room must be a responsible person and must be 18 years of age or older.
10. Person using a community room must be responsible for setting up and moving their equipment, such as microphones, etc.
11. Rental fees include utilities, any necessary supervision, normal maintenance, and use of the Center's equipment such as tables, chairs, blackboards, etc. provided this equipment is not needed for Department programs.
12. No equipment or food will be left in the Center after its use. All trash must be put in garbage bags and removed from the premises.
13. No decorations will be attached to walls, ceilings, floors or any other part of the Center without the approval of the Director of Recreation and/or Assistant Director. In the event such permission is given, all decorations must be removed immediately after the event or function is over.
14. No person will be allowed to have firearms, explosives, knives, or any other weapons in the Center or on the premises at any time.
15. No person will be allowed to use obscene, loud, or abusive language in the Center or on the premises at any time.
16. No beer, wine, or alcoholic beverages or illegal drugs are allowed in the Center or on the premises at any time.

17. Religious Organizations shall not use Recreation Department buildings for regularly scheduled religious services of any kind.
18. This facility does not contain a kitchen. Individuals or groups will not be allowed to prepare food in this facility but will be allowed to have covered dish luncheons or a catering service.
19. Dances will only be considered when the City of Newton and/or either a school, local civic club sponsors them or religious group provided that the profits from such a dance are used for charitable purposes. Charitable purposes will be those defined and recognized as by the City Manager and the Director of Recreation.
20. The Chief of Police and the Director of Recreation will determine the number of security officers and/or adults necessary for a function and the group using the center for that respective function shall employ that number of officers and/or adult for security purposes. Failure to do so will automatically void any contacts for the center's use.
21. All dances shall close at 11:00 p.m. unless special permissions is given in advance to continue to a later hour by the Director of Recreation and/or Assistant Director.
22. Use permits will not be accepted for more than one meeting or event. A group, club, etc. requesting use of the Center for more than one meeting or function must complete a use permit request each time.
23. A member of the Recreation Department staff must be present to open and close facility and also supervise all activities conducted in Recreation Department Buildings.
24. Activities for persons under 18 years of age must have adult chaperons and/or security officers in accordance with Newton Recreation Department Operating Regulations for Recreation Centers.
25. Applicant shall be solely responsible for any and all damages which occur to the area, facility, or equipment and shall further be solely responsible for any and all personal injury occurring to any person using the facility pursuant to the application of the applicant herein, and it shall be the responsibility of the applicant to report any such damage and/or injury to the Recreation Department immediately upon their occurrence and said Director shall advise as to the procedure for settling the claim for damage or injury.

Newton Parks and Recreation Department
Room Rental Rates

Meeting Room
(One):

Residents

\$ 25.00 1st Hour
\$ 10.00 each additional hour

Non-Residents

\$ 45.00 1st Hour
\$ 10.00 each additional hour

Meeting Room
(Two Rooms):

Residents

\$ 40.00 1st Hour
\$ 20.00 each additional hour

Non-Residents

\$ 70.00 1st Hour
\$ 20.00 each additional hour

Multipurpose Area
(Three Rooms – Entire Area):

Residents

\$ 50.00 1st Hour
\$ 20.00 each additional hour

Non-Residents

\$100.00 1st Hour
\$ 25.00 each additional hour

Gym
(Sunday Only):

Residents

\$ 50.00 1st Hour
\$ 25.00 each additional hour

Non-Residents

\$100.00 1st Hour
\$ 25.00 each additional hour